

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Customer Service
Transport for London
4th Floor, 14 Pier Walk
London, SE10 0ES

Dear Sir/Madam,

Subject: Oyster Card Renewal Request

I am writing to request the renewal of my Oyster card, which is set to expire on [expiration date]. My Oyster card number is [insert card number].

I have been a regular user of the Oyster card and appreciate the convenience it provides for my daily travel. I kindly ask you to process the renewal at your earliest convenience.

Please let me know if you require any further information from my side to expedite this process. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]